



SAME Executive Committee Meeting Minutes

Wednesday, October 20, 2021, 1100 - 1250 EDT

BOD Position	First	Last	Term
Chair, Small Business COI	Mario	Burgos	2019-2021
Elected Director	Sally	Clark	2020-2023
**Counsel	Craig	Crotteau	2020-2023
Vice President	Rad	Delaney	2021-2023
President	Mark	Handley	2021-2022
Chair, Membership COI	Mike	Huffstetler	2020-2022
**Treasurer	Allison	Ingram	2020-2023
Chair, International COI	Chris	Knutson	2020-2022
Vice President	Sharon	Krock	2021-2023
President-Elect	Cindy	Lincicome	2021-2022
Chair, Engineering & Construction Camp COI	Cindy	Miller	2021-2023
Vice President	Charlie	Perham	2020-2022
Chair, Leader Development	Caroline	Roberts	2020-2022
** Chair, Foundation	Hal	Rosen	2020-2023
**Executive Director/Secretary	Joe	Schroedel	2014-2020
Chair, Young Member COI	Corey	Weaver	2021-2023
Reg Vice President, North Atlantic	Carrie Ann	Williams	2020-2022
Past President	Heather	Wishart-Smith	2021-2022

**Non-voting / did not attend

Call To Order / Opening Comments

Mark Handley, SAME President, called the meeting to order at 1103 and a quorum was established. Mark gave an overview of the agenda, BOD prep and the importance of the IGE management process. RVP and COI assessments will be provided to the BOD for their working sessions to generate ideas for improvement where needed. He reiterated the vaccine requirement for SBC. He mentioned the federal mandate for vaccination having the potential to affect our industry and members. Matt Altman had to leave the meeting early, so provided his update first. Mark encouraged XC members to prepare in advance for the meetings. He appreciates the leadership of the XC on the BOD.

Joe Schroedel highlighted the importance of continuity in our governance, using KLDC and the Century House sale as an example from Heather to Mark. Progress takes time which is why governance continuity is important. He asked the XC to help SAME find some COI managers for the programs team. He mentioned the vaccine mandate webinar being held on October 26, 2021. Comments made by XC members were forwarded to the speaker. One goal is to provide honest feedback to the government from the industry. Another is to find the best practices and solutions that are evolving within the mandate. The EAG meeting will be an opportunity to provide solution-focused feedback. Government guidance will continue to evolve as they move forward.

Key Leader Development Commission (KLDC) Update (Encl 1)

Matt Altman gave an update on 2021 activities for KLDC. He highlighted the team changes from the previous year and emphasized that they searched for people who were active at the Post level and wanted some national-level experience. Lines of Effort include governance, engagement for COIs, RVPs, AOF, Elected Directors, Military/Federal, diversity and inclusion, and KLDC transition plan. The focus was to codify leader development in these areas throughout SAME. Of note, KLDC is trying to get the word out to government and military that, with the exception of the President, all leadership positions are open to them. The KLDC will present a plan for the future of the KLDC as a standing body in the next year. He highlighted some recent touch points: PLW and National Leadership Opportunities Webinar. XC members highlighted the success of the KLDC. The KLDC also works to ensure that non-selects are not discouraged from trying again. One-to-one contact is key for building the bench. Mark mentioned that if the group will have a decision brief for the board, they should present it to the XC first.

IGE Management Process & Issues (Encl 1)

Rob Biedermann provided the briefing; the purpose was to approve/disapprove pending pressing issues and approve the XC Champion assignments. He gave a summary of current projects and plans for completion, some of which will be presented at the EAG. Projects will be highlighted in SAME Perspectives upon completion. Mark Handley volunteered to be the CPARS XC Champion. Rob mentioned the Goals 3-5 white paper that would be provided to the EAG in response to an EAG question. It will be briefed as well. As the process becomes more familiar to members, we expect a steady flow of potential projects for COIs and Posts. The IGE webpage will also be updated to include these IGE efforts. The IGE Program Management Plan is currently on schedule. Projects scored by the XC were: PFAS, cyber, and climate change.

Discussion

- Is there a limit to what we will accept for projects? It is dependent on resources and prioritization. Applications will be accepted on a rolling basis. There will be a regular review of the portfolio.
- Submissions will be adjusted to be more uniformed and will answer the same scoring and validation criteria.
- Submitters will get feedback regardless of whether they are accepted as projects. This will be a continual and modified effort with time.
- Impact is the goal and what will be measured. Engagement of membership is also an important goal.
- In regards to sunseting, it is possible that issues may re-surface and can be built upon. This highlights the importance of this governance continuity.

The XC unanimously voted to approve all three pending pressing issues as SAME IGE Projects and associated XC Champions.

Foundation Funds Request Process (Encl 2)

Mark provided an update on the Foundation Funds Request Process. This is how funds will be requested of the Foundation from internal entities. The process covers how requests are made, who is involved, how they are reviewed and ranked, and governance involved. The XC, then BOD, will review and approve a final consolidated and prioritized list of requests on consent agenda. It would then move to the Foundation for further action and potential funding. This process will begin next year.

Discussion

- Communication of this process needs to reach COIs soon for planning purposes. This can be done ad hoc, at SBC COI meetings and also during COI Chair calls. A presentation to the board would be beneficial for awareness as well.

Diversity, Equity & Inclusion (DEI) Work Group Update (Encl 1)

Elaina Edwards briefed the XC on the Pathways Action Plan. This will also be briefed at the BOD meeting at SBC. The group has been focusing on the outcomes. **Feedback of the Pathways Action Plan is requested by Nov. 3, 2021. Send to Elaina Edwards, elaina.edwards@wsp.com.** The plan consolidates a number of Paths Forward, schedules them over the next year and beyond, and engages members and entities across the Society on DEI. The work group is seeing increased requests throughout the Society for information and support.

- Pathway 1: Commit & Cascade. Key tasks include an executive commitment statement, DEI toolkit, and establishing actions to ensure continuity beyond 2022/2023.
- Pathway 2: Link DEI to Membership Growth. Key tasks include the toolkit and exploration of SAME demographics compared to industry, government, military, etc...
- Pathway 3: Mentoring & Training. Key tasks include the toolkit, leadership development, camp/scholarship program requirements, and STEM programs.
- Pathway 4: Partnering with other Organizations. Key tasks include prioritizing existing strategic partners and seeking alignment with partners that focus on a particular demographic.

Next steps are to prioritize actions, gather champions, publish the plan, and request feedback.

Discussion

- The toolkit will be key. We are interested in what those tools will be. It will be very helpful.
- Demographics could be improved within the DEIWG to include more uniformed services and military. The XC will assist with this effort. Send names and supporting info to Elaina and CC Heather.
- Near-term diversity can be influenced by collaboration with membership and KLDC.
- The military is much more diverse than the Society, hence the listening sessions to learn more.

- How will we measure DEI? We have discussed repeating the survey and collecting data, but we need time to enact the plan. Some areas are easier to quantify progress than others.
- Most information in the plan is within the purview of the working group, major decisions can be brought to the XC/BOD.

Bylaws Subcommittee Update (Encl 1)

Cindy Lincicome gave an update on the Bylaws Subcommittee. They were asking for confirmation that they were on the right path with their proposed questions that the committee needs to answer. The goal is to streamline the bylaws, stay in compliance with any laws or industry standards, and serve the membership in a straightforward and functional way. They will update the BOD at SBC and have various updates scheduled, culminating in final recommendations presented at the May BOD meeting.

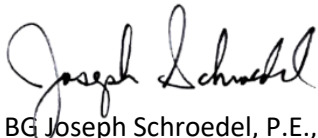
Discussion

- None of the changes should generate controversy. Craig Crotteau will do a final review to ensure compliance.
- Bylaws should layout task, organization, responsibility, authority, and purpose; execution details should be elsewhere. It should be top-level governance.
- Once removed from the bylaws, the group will ensure that the information is not lost and referenced properly with authority identified.

Mark summarized the meeting and got comments and thoughts from the XC.

- AOF is proceeding with responsibilities for Golden Eagle and Fellow Nominations.
- The DEI and bylaws issues discussed today can be applied to the Foundation as well. All discussions should be taken back to areas of responsibility.
- DEI efforts have a close connection to the small business community because of set-asides. Small businesses naturally bring diversity to the Society.
- Read-aheads for the BOD meeting are due Nov. 3, 2021.

Mark thanked the XC for their work thus far. The meeting ended at approximately 1250.



BG Joseph Schroedel, P.E., F.SAME, USA (Ret.)
Executive Director

Encl 1: Presentation

Encl 2: Foundation Funds Request Process